

SELF SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE CHILD SUPPORT INFORMATION FORM

1. If you are filing a Petition for Dissolution of Marriage with Children, or Petition for Legal Separation with Children, the Child Support Information Form must be attached to the back of the Petition.
2. If you are filing a Response to the Petition for Dissolution of Marriage with Children, or Petition for Legal Separation with Children, the Child Support Information Form must be attached to the back of the Response. If you are the Respondent and you are not filing a Response, but you still want to object to the Child Support Information Form, you must attach a coversheet that contains your case caption and case number to the front of the Child Support Information Form. This form can be obtained from the Self-Service Center.
3. When you file your Petition or Response with the attached Child Support Information Form, you need to make an extra copy of the Petition or Response with the attached Child Support Information Form for the Clerk of the Court. If you are not filing a Response, but you want to object to the Child Support Information Form, you need to make an extra copy of the Child Support Information form with its coversheet. This copy is in addition to all of the other copies that you are required to make.
4. If you are the Petitioner, you must also provide self-addressed stamped envelopes for you and your spouse.
5. If you are the Petitioner, remember to file your affidavit, waiver, or acceptance of service as soon as the Respondent is served.